

## ACAP BASICS

**ACAP** provides preseparation counseling and a wide range of transition and job search information and referral services for Soldiers, veterans, retirees, DA civilians and Family members both online and at ACAP Centers.

### ☐ Eligibility

If you are an AC or RC Soldier with 180+ days of continuous active duty service and within 1 year of separation or 2 years of retirement, you can use ACAP services.

Eligibility requirements are explained at <https://www.acap.army.mil>.

### ☐ AKO

Your AKO logon will give you access to the full range of ACAP transition and career services. These services are available on ACAP websites in an ACAP Center or 24/7 from your home, office or any location with Internet capability. If you don't have an AKO logon, go to <https://www.us.army.mil>.

### ☐ ACAP Secure Portal

You can log on to the ACAP Secure Portal 24/7 from ACAP On-Line. Use the secure portal from the Transition Assistance tab to register with ACAP and complete preseparation counseling at your own pace. From the Employment Assistance tab, schedule DOL, VA and ACAP events; create resumes and cover letters; practice job interviews, conduct career research; and receive career counseling support. The ACAP Secure Portal is at <https://www.acap.army.mil>.

## DOL AND VA TRAINING



### ☐ DOL Transition Assistance Program (TAP) Employment Workshop

This 2 ½-day workshop taught by Department of Labor instructors covers all the requirements of the job search process from self-assessment to negotiating and evaluating job offers. You'll learn how to find jobs and write job search documents. You'll even draft a resume.

### ☐ VA Benefits Briefing

You'll receive information about the broad range of VA benefits and your eligibility for them in a 4-hour briefing. VA Counselors explain benefits: compensation and pension, health care, vocational rehabilitation and employment, education and training, home loan guarantee, life insurance, survivor and burial. They also explain how to apply for benefits and help with your application.



### ☐ VA Disabled Transition Assistance Program (DTAP) Briefing

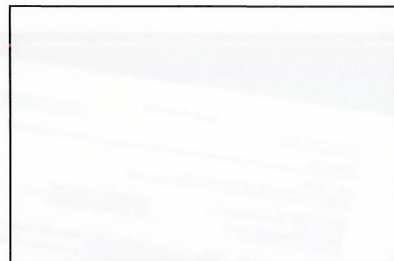
In addition to the VA Benefits Briefing, if you think you have a service-connected disability or a service-aggravated injury or illness, you should attend a 2-hour DTAP briefing to learn about Vocational Rehabilitation and Employment services designed to help you get and keep a job.

## SERVICES

- ☐ Preseparation Counseling, DD Forms 2648 or 2648-1
- ☐ DOL TAP Employment Workshop
- ☐ VA Benefits/DTAP Briefings
- ☐ Individual Transition Plan
- ☐ Career Counseling
- ☐ Seminars
- ☐ JATA
- ☐ Resume Writing
- ☐ Federal Job Applications
- ☐ Practice Interviews
- ☐ Job Search
- ☐ Employers Who Want to Hire

## SCHEDULE SERVICES

- ☐ To schedule services, workshops, seminars or event attendance, go online to the secure website at <https://www.acap.army.mil> or contact your ACAP Center.

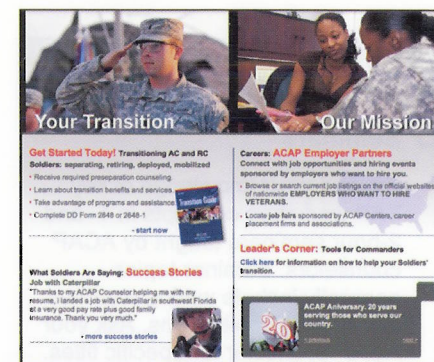


## INDIVIDUAL ASSISTANCE

- ☐ Your ACAP counselor is available both in the ACAP Center and at a distance by phone or email to offer guidance, information, assistance and referrals throughout your entire transition and beyond.

# ACAP

## The Army Career and Alumni Program



## Guide to Services



**ARMY STRONG<sup>™</sup>  
FOR LIFE.**



## PLANNING FOR THE

### ☐ Individual Transition Plan

An Individual Transition Plan (ITP) helps organize the transition actions and activities you identify into manageable tasks and a workable timeline.

### ☐ Gather Service Information

Go online to print your Verification of Military Experience and Training (VMET) document, your AARTS transcript and more.

## ACAP TRAINING

### ☐ Seminars

Expand your knowledge of key TAP workshop concepts in 1- and 2-hour seminars taught by ACAP counselors. Seminar topics generally include writing resumes and federal applications. Ask your ACAP counselor for specific titles.

### ☐ Career Counseling

Your ACAP Counselor can provide individual assistance in writing resumes, cover letters, job searching and interviewing techniques at an ACAP Center or by phone or email.

Work with counselors to learn to focus your Internet job and career research and how to apply for federal positions.

### ☐ Job Fair Preparation

Learn how to prepare for a job fair by attending short classes, reviewing and updating your resume and practicing selling yourself and your abilities in a brief all encompassing statement.

## ACAP TOOLS

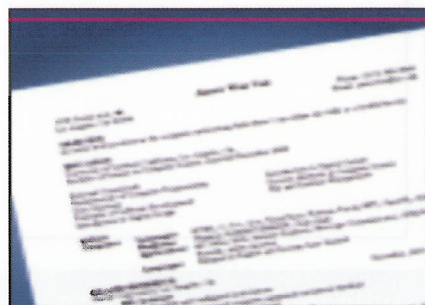
*You can access the ACAP tools and services checked below in your ACAP Center and through the secure portal of ACAP On-Line.*

### ☒ DD Form 2648 Presentations

Review what you learned in your preseparation briefing by logging on and viewing preseparation counseling presentations. Play the presentations you select as often as you like.

### ☒ Resume Writer

Even if you've never written one, you can create a professional looking, custom resume. The ACAP Resume Writer helps you organize your work experience, skills, education and training into two standard resume formats. You even can easily reorganize and reformat your information to target employers and job opportunities.



### ☒ Cover Letter/Thank You Letter Writer

Like the Resume Writer, the Cover Letter/Thank You Letter Writer helps you create professional job search correspondence.

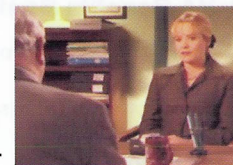
### ☒ JATA

The Job Assistance Training Application (JATA) provides job search training in an automated format. JATA is perfect for reviewing TAP workshop concepts or learning the basics of the job search process.



### ☒ Practice Interviews

You can use ACAP XXI Practice Interviews in your ACAP Center. Interactive, full-motion videos let you experience typical, job interview scenarios and provide your own answers to employer questions in a stress-free environment.



## ADDITIONAL ACAP

### ☐ Library

Each ACAP Center maintains a standard library of relevant career search references for your convenience. The collection includes books that address resumes, cover letters, job interviews, salary negotiation, federal employment and other topics. A list of library books also is available on ACAP On-Line.

### ☐ Jobs Bulletin Board

Your ACAP Center promotes employers and job opportunities on a designated bulletin board. Visit your Center to browse job announcements and learn more about the current job market.

## ACAP PUBLIC WEBSITE

### ☐ ACAP On-Line

The Army's complete website for transition and employment assistance information and referrals, ACAP On-Line, at <https://www.acap.army.mil>, connects you with ACAP Centers worldwide and links to other service providers, federal agencies, online transition and employment opportunities, ACAP Employer Partners who want to hire veterans and job fairs.

### ☐ Online Career Information

ACAP provides general and specific career information with sample resumes, links to valuable veteran and career websites as well as information that is easily downloaded.

### ☐ Employers Who Want to Hire Veterans

By adding a link to their company's job web page on ACAP On-Line, more than 2,000 registered employers have committed to hiring veterans.

Go to <https://www.acap.army.mil> and select "Jobs" to browse employer opportunities.

## TELL US WHAT YOU THINK

### ☐ Critique

You can tell us how well ACAP provided services during your transition by completing a short, online critique.